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ABSTRACT

One of six related documents, this study guide is intended to accompany extension course textbooks produced by the Air Force Extension Course Institute. It contains suggestions and instructions about studying to save students time and to help them get more from the course. Information is included about how to study, the course materials, the course examination, time limits, enrollment credit, enrollment cancellation, reserve point credit, sources of assistance, records, taking tests, and the course evaluation. The guide includes forms for a weekly study schedule, a progress record, and a student request for assistance. (EL)

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EXTENSION COURSE INSTITUTE
U. S. AIR FORCE

YOUR KEY TO A SUCCESSFUL COURSE

How to Study
Your Course Materials
Study Exercises
Examinations
Time Limits
How to Get Assistance
Your Student Records
Taking Tests

U.S. DEPARTMENT OF EDUCATION
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Welcome

DEPARTMENT OF THE AIR FORCE
EXTENSION COURSE INSTITUTE (ATC)
GUNTER AIR FORCE STATION, ALABAMA 36118

Dear Student

Congratulations on enrolling in "The World's Largest School." We hope you will find this to be a rewarding course which will help you reach your career goals.

The Extension Course Institute, located at Montgomery, Alabama, is a part of the Air University. We are accredited by the National Home Study Council, which is your assurance that we maintain the highest standards in our course offerings. Although we enroll about 300,000 students annually, we pride ourselves on being able to provide attention to individual problems should they arise. Just remember that Education Services Officers and OJT Monitors are key players in our endeavors. They can answer most of your questions and solve most problems locally, saving valuable time for all of us.

If this is your first correspondence course, you will find it makes you more responsible for your education than you have been in your previous resident classes. You must schedule study periods to achieve the course objectives. This makes it very important that you plan your time and follow your plan. Don't delay getting started with this course! Your first step is to read this booklet carefully. It contains suggestions and instructions to save you time and help you get more from your course.

Sincerely

RALPH O. CLEMENS, JR., Colonel, USAF
Commandant

How To Study

An advantage of home study is that it is flexible—you can choose the time and place to study. If you are one of those who tends to put things off, however, this can create problems for you. You should, by all means, develop a study plan and follow it. Here are some tips that should help you.

Plan Your Time

Make a plan in which you set aside a specific number of hours for study. A weekly study plan, like the one on page 10, is one way to plan your time. You may find it helpful to use a 3 x 5 card on which you set your daily study goals.

Arrange Good Study Conditions

- Choose a quiet place.
- Arrange for good lighting.
- Find a comfortable, well-ventilated place to work.
- Make sure you have all the necessary materials (pencils, paper, etc.) before you start so you can work without interruption. If your exercises will involve mathematics, you may find a hand-held calculator useful.

Study Tips

1. Give your undivided attention to the task of learning the lesson at hand. Try to shut out other thoughts and distractions.
2. Survey the material you are about to study. Read the headings and scan paragraphs to discover the main points of emphasis.
3. Read for understanding. Ask yourself questions about the material you are about to read.
4. Underline or highlight important ideas.
5. Jot down possible questions and answers.
6. Complete ALL exercises.
7. Check the Volume Review Exercise feedback postcards for missed questions and areas for restudy.
8. Reread to clear up wrong ideas.
9. To prepare for the Course Examination (CE), restudy the text areas you have underlined, the questions you have answered, and the VRE feedback areas. In some courses (Professional Military Education (PME) for example) no VRE items are repeated verbatim on the CE. The VRE items, however, provide an excellent guideline for the text areas you should study to prepare for the CE. Be sure to check the supplementary materials and aids, if any, as a part of your preparation. If you plan to use a hand-held calculator (they are permitted), be sure you are familiar with its operation.

Your Course Materials

Your course has one or more volumes. This is the basic text material included in your package. The rest of the items in the package are course materials which supplement the volumes. These supplementary items will vary according to the course.

The Shipping List that comes with your package will show you the items your package should contain. Check the contents immediately against the list. If any items are missing or incorrect, advise ECI using ECI Form 17 (the back page of this booklet).

Post any changes noted on the Shipping List to your text before you begin to study. You are not required to post changes to correct typographical errors, unless such errors change the meaning of the material.

Retain this material. If you are in OJT it may be used as study reference material for future promotion cycles. Before using the material for promotion study, you should verify the edition dates against the WAPS Study Reference List to ensure currency.

Text Format

Some ECI Courses are written in Behavioral Objective Format (BOF). Other courses are in conventional format.

BOF Texts

If your course is in BOF you will find that each section is identified by a three-digit number and a statement of the Learning Objective. The objective tells you what you should be able to do under specified conditions and the expected performance level. As you complete your study of each objective and its discussion, answer the Learning Objective Exercises that follow the text discussion. They are intended to help you learn and to let you evaluate your own progress. Correct answers are provided in the back section of the text so that you may check your work. The answers are referenced to the text by learning objective number. If you miss an exercise, go back to the objective and restudy that part of the text on which the exercise is based. These Learning Objective Exercises are solely for your own use; therefore, DO NOT mail the exercises to ECI.

Conventional Texts

If your course is in the conventional format your study aids will differ somewhat in that your materials package will have a Study Reference Guide and Chapter Review Exercises for each volume. The Study Reference Guide is an outline of topics contained in the volume. Each topic is identified by a three-digit code number. The page where the topic is discussed is also shown. The Study Reference Guide will be useful to you to review before and after you take your course examination.

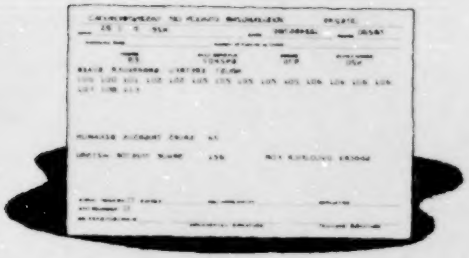
Chapter Review Exercises

Chapter Review Exercises are review exercises at the end of each chapter of a conventional text. These are open-book exercises to help you learn and to evaluate your own progress. Each question has a page or paragraph reference to help you locate the material in your text. It also indicates the area you should review if you missed the question. DO NOT mail your answers to the *Chapter Review Exercises* to ECI; they are for your own use.

Volume Review Exercises (VRE)

Each volume of an ECI course has a *Volume Review Exercise* (VRE). VREs are questions covering the important parts of the volume. You may use your textbook in answering them. The questions are listed in the same order that the material is discussed in the text. To help you locate the place in the text where the material is discussed, questions are referenced to the text by lesson objective number in BOF courses, and by page number in conventional courses. When you complete a volume, start on your VRE. Mark your answers first in the booklet. When you are sure of your answers, transfer them to the VRE answer sheet for that volume, which is included in your package. Be sure you select the answer sheet for the volume you are working on. Mail the completed answer sheet to ECI in the pre-addressed envelope contained in your package. In return, you will receive a report, that will give you a grade score. It will also identify any questions you missed so that you may improve your knowledge by restudying difficult areas. While waiting for your return report, go on to the next lesson.

Course Examination (CE)



After you complete all volumes and the Volume Review Exercises, you must take and pass a Course Examination (CE) to receive credit for the course. The CE is a closed book test covering the entire course. It is mailed to the Test Office serving your unit when your last VRE is graded. After you have completed your CE, the Test Control Officer will forward your examination to ECI for scoring. You will receive a report of CE results that will show your score and give you either a "satisfactory" or an "unsatisfactory" rating. The report will also identify the subject areas which relate to the questions you missed. If you receive a grade of "satisfactory," the report will indicate certification of Course Completion. If you fail, you are allowed one retake on a different form of the CE. In this case, ECI will automatically send your second examination to the Test Office. If you fail both forms of the CE, you may re-enroll in the course if you wish, but all VREs must be submitted prior to your next CE testing.

BEST COPY AVAILABLE

Time Limits

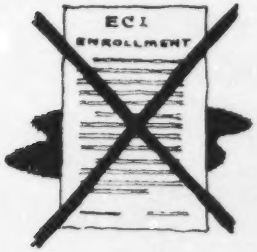
Each student (voluntary or mandatory) must complete all course requirements within the time limits specified by the ECI Catalog. This period includes the retake examination if required. If you do not complete your course within the allotted time, YOUR ENROLLMENT WILL BE CANCELLED. Most students do not require 12 months to complete a course.

Voluntary students enrolled in Specialized or Career Development Courses (CDC) must complete *all* course requirements within 12 months. This means that all VREs, the CE, and the retake CE (if necessary) must be received, scored, and entered into your record *prior* to the 12-month anniversary date. If you do not complete all requirements in the allotted time and are cancelled, IAW AFR 50-12, *you are not allowed to enroll voluntarily in another CDC or Specialized course for 18 months.*

Time Extension

If you are unable to complete the course within 12 months due to unusual circumstances (such as health problems, extended temporary duty, or a change of station), a request for a four-month extension will be honored. An extension can be granted only if your request is received before your enrollment is cancelled. Request for extension *MUST* be submitted on ECI Form 17. If you are enrolled as part of your OJT, have your OJT supervisor submit your request.

Enrollment Cancellation



Your ECI enrollment will be terminated when you complete the course satisfactorily. It may also be cancelled for any of the following reasons:

- Failure to complete the course within the time limit.
- Course failure.
- Administrative reasons.

Reenrollment

If you are a mandatory CDC student and your enrollment is cancelled for failure or expiration of time limit, you may re-enroll immediately in the same course. To re-enroll, consult your training officer. If you are enrolled voluntarily in a CDC or Specialized Course and your enrollment is cancelled for expiration of time limit, you must wait 18 months before enrolling voluntarily in another course. You can, however, purchase course materials as provided in AFR 50-12 and the *ECI Catalog.*

STUDENT REQUEST FOR ASSISTANCE

PRIVACY ACT STATEMENT

AUTHORITY: 44 USC 3101. PRINCIPAL PURPOSE(S): To provide student assistance as requested by individual students. ROUTINE USES: This form is shipped with every ECI course package. It is utilized by the student, as needed to place an inquiry with ECI. DISCLOSURE: Voluntary. The information requested on this form is needed for expeditious handling of the student's need. Failure to provide all information would result in slower action or inability to provide assistance.

SECTION I: CORRECTED OR LATEST ENROLLMENT DATA: MAIL TO: ECI, GUNTER AFS, ALA 36118

1. THIS REQUEST CONCERNS COURSE
2. TODAY'S DATE
3. ENROLLMENT DATE
4. PREVIOUS SERIAL NUMBER
5. SOCIAL SECURITY NUMBER
6. GRADE/RANK
7. INITIALS
LAST NAME
8. OTHER ECI COURSES NOW ENROLLED IN
9. ADDRESS: (OJT ENROLLEES - ADDRESS OF UNIT TRAINING OFFICE/ALL OTHERS - CURRENT MAILING ADDRESS)
ZIP CODE
10. NAME OF BASE OR INSTALLATION IF NOT SHOWN ABOVE:
11. AUTOVON NUMBER
12. TEST CONTROL OFFICE ZIP CODE/SHRED

SECTION II: Old or INCORRECT ENROLLMENT DATA

1. NAME:
2. GRADE/RANK:
3. SCAN:
4. ADDRESS:
5. TEST OFFICE ZIP/SHRED:

SECTION III: REQUEST FOR MATERIALS, RECORDS, OR SERVICE

(Place an "X" through number in box to left of service requested)

ADDITIONAL FORMS 17 available from trainers, OJT and Education Offices, and ECI. The latest course workbooks have a Form 17 printed on the last page.

1	EXTEND COURSE COMPLETION DATE. (Justify in Remarks)
2	SEND VRE ANSWER SHEETS FOR VOL(s): 1 2 3 4 5 6 7 8 9 - ORIGINALS WERE: NOT RECEIVED, LOST, MISUSED
3	SEND COURSE MATERIALS (Specify in remarks) - ORIGINALS WERE: NOT RECEIVED, LOST, DAMAGED.
4	COURSE EXAM NOT YET RECEIVED. FINAL VRE SUBMITTED FOR GRADING ON (Date):
5	RESULTS FOR VRE VOL(s): 1 2 3 4 5 6 7 8 9 NOT YET RECEIVED. ANSWER SHEET(s) SUBMITTED ON (Date):
6	RESULTS FOR CE NOT YET RECEIVED. ANSWER SHEET SUBMITTED TO ECI ON (Date):
7	PREVIOUS INQUIRY (ECI FORM 17, LTR, MSG) SENT TO ECI ON:
8	GIVE INSTRUCTIONAL ASSISTANCE AS REQUESTED ON REVERSE:
9	OTHER (Explain fully in remarks)

REMARKS: (Continue on reverse)

OJT STUDENTS must have their OJT Administrator certify this request.	I certify that the information on this form is accurate and that this request cannot be answered at this station. (Signature)
ALL OTHER STUDENTS may certify their own requests.	

ECI FORM JUN 77 17 PREVIOUS EDITIONS MAY BE USED

SECTION IV: REQUEST FOR INSTRUCTOR ASSISTANCE

NOTE: Questions or comments relating to the accuracy or currency of textual material should be forwarded directly to preparing agency. Name of agency can be found at the bottom of the inside cover of each text. All other inquiries concerning the course should be forwarded to ECI.

VRE ITEM QUESTIONED:

Course No. _____

Volume No. _____

VRE Form No. _____

VRE Item No. _____

Answer You Chose (Letter) _____

Has VRE Answer Sheet been submitted for grading?

☐ YES ☐ NO

MY QUESTION IS:

REFERENCE

(Textual support for the answer I chose can be found as shown below)

In Volume No: _____

On Page No: _____

In_____ (Left)____(Right) Column

Lines____Through_____

Remarks:

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AUGAFS, AL (850283) 300,000

AFRes and ANG Reserve Point Credit

All reservists must satisfactorily complete the course examination to receive retirement point credit. Any waivers to this policy must be approved by the Air Reserve Personnel Center (ARPC). The credit point value of volumes and CEs is indicated in each course volume and on your certification of course completion. (You will receive a notice for your personal records.) When the course examination is completed with a satisfactory score, notification will be forwarded to ARPC for point credit. Air Force Reserve airmen and Air Force National Guard airmen enrolled in mandatory CDCs will receive their VRE results by an ECI Form 09 and CE results by both an ECI Form 09 and through the automated feedback system. Voluntary enrollees will receive ECI Form 09. The posting date for record purposes will be the date the CE processes at ECI (or date the final volume review processes if a waiver is granted.) Please contact ARPC if you have any questions on standards or credit awarded.

Help!!!

If you need assistance concerning your course or if you wish to correct your records, do the following:

1. If you are a *mandatory* enrollee, contact your OJT supervisor who will work with the CBPO-OJT Section to resolve your problem. If you are a *voluntary* enrollee, see your Education Services personnel. They will be able to provide answers to the majority of administrative questions that arise.

2. Use ECI Form 17 to refer questions to ECI that cannot be answered at the base level.

3. Personnel without access to an OJT official or Educational Services Officer will use ECI Form 17 to refer questions to ECI.

4. Refer questions of a technical nature to the technical school of origin. The correct school address is listed in the Preface of each course volume. Questions may be sent directly to the school by letter.

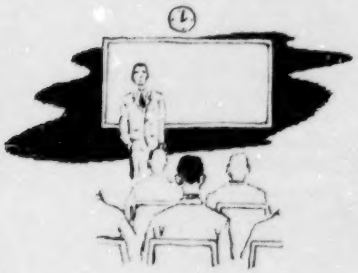
5. In addition to your name and Social Security Account Number, the most important element in your records is your address. Your address determines the fast, accurate flow of feedback to you. Notify ECI IMMEDIATELY of any address change to ensure that your Volume Review Exercise and Course Examination results and all other student correspondence are sent to you at your correct address.

Records

Submit any changes in your personal data to ECI as soon as possible on ECI Form 17. Your course materials are personal, not organizational property. If you are transferred, be sure to take your materials with you.

You may request transcript records of courses you have completed by sending a written request to the Registrar's office, ECI/EDOR. The request should include your complete name, former name (if any), address, Social Security Account Number, previous Air Force serial number, course number and approximate date of completion. A fee of $2.85 is charged for the first transcript; additional copies are $.35 each. A check or money order to cover the cost of the transcripts requested should accompany the request. Make the check or money order payable to: AFO, Maxwell AFB AL 36112. The request should also include the name and address of the university or institution to which official transcripts should be forwarded. Transcripts issued to students will be labeled "ISSUED TO STUDENT."

Taking Tests



When you complete your last VRE, ECI will send a Course Examination to your Test Control Officer. It will be administered under controlled conditions. You will not be allowed to use your textbook, and you cannot use notes. Here are some tips that should help you do your best, and help make sure you record your answers correctly.

1. Be prepared. Review your texts, notes, and all exercises and VREs before you take the CE. Clear up any problems with which you might have had difficulty. This is very important; poor preparation and review prior to taking the CE is the major cause of ECI course failures.
2. BEWARE! Do not depend on VRE items being used on the CE.
3. Read each question carefully to be sure you understand it.
4. If you come to an item that appears to throw you, go on through the examination and return to the tough item later. You should have enough time to complete the examination.
5. Look for key words which affect the answer, such as: none, except, all, first, and only.
6. Note that the answer sheet numbers are listed in sequence in each column. Be sure your question and answer numbers correspond.
7. Do not staple or tape the answer sheet.
8. Fold the test *only* on its original crease.
9. Do not mark or write on the answer sheet except as instructed.

Please Help Us

Please send us any suggestions or comments you have on your course.
Some of the areas we are particularly interested in are:

1. Did the course meet your training needs?
2. Which parts of the course, if any, should be up-dated or changed?
3. Was the course materials package complete and in good condition?
4. Was the course clearly written and easy to understand?
5. Were the exercises helpful in understanding the course?

Your constructive comments can be very helpful to us in maintaining high quality courses. Address your comments to ECI/EDXV, Gunter AFS, Alabama 36118. Be sure to include the course number.

WEEKLY STUDY SCHEDULE

Day	Hours	Time (for example 1600-1800)	Pages
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Total hrs per week			

PROGRESS RECORD

Volume	Date Started	Planned Target Date	Actual Date Completed	Date VRE Completed	Grade	Areas to Review
1						
2						
3						
4						
5						
6						
7						